



**COMMUNITY SERVICES/
INFORMATION TECHNOLOGY COMMITTEE**

Wednesday, January 19, 2005, 1:00 p.m.

County Building, Wyoming – Committee Room #1

1. Libraries, Museums, and Gallery Lambton – C. Thayer
 - a) Libraries.....**LIB1 – LIB7**
 - b) Museums **MUS1 – MUS6**
 - c) Gallery Lambton..... **GL1 – GL12**
2. Housing Services– C. Thayer **HSG1 – HSG10**
3. Senior Services – C. Thayer..... **SSD1 – SSD39**
4. Emergency Medical Services – C. Thayer..... **EMS1 – EMS5**
5. Information Technology – L. Ross **IT1 – IT4**

PART B **Monthly Activities (continued)**b) Alvinston Library Anniversary

Celebrating 75 years of continuous library service in Alvinston, the branch held an Open House on Friday, January 14, 2005 from 3:00 until 7:00 p.m. The dedication ceremony took place at 4:30 p.m.

c) Lambton County Library has taken advantage of “Kids Read Ontario”, a project administered by the Organization of Book Publishers of Ontario, with support from the Ministry of Culture, Ontario Media Development Corporation and the Ontario Library Association. It has been set up to ensure that Ontario public libraries remain up-to-date with Canadian authored, Ontario published, children’s and young adult books. The County of Lambton received \$800 worth of material that will see books distributed to every branch.

d) A Winter reading program “Snow better time to read” is being offered to children for the first time in Lambton County. Participating branches will be running the program from January 10 to February 14. This reading program is similar to the successful summer reading program and has been warmly received by branch staff.

e) New shelving has been installed in the Point Edward Library, completing the recent renovation in that branch that resulted from additional space acquired when the municipality vacated the adjoining building. A programming room and a computer area have been designated on the bottom floor, with both areas handicap accessible. The expansion on the top floor means more of the collection can be housed there.

f) Partnerships

Lambton County Library is again working with the Organization for Literacy Lambton, Ontario Early Years Centers, and the local Boards of Education to promote the importance of families reading and learning together. On Family Literacy Day, January 27, 2005 county residents are encouraged to dedicate at least 15 minutes of family time to reading activities and/or attend events at their local libraries. Over 250 books, donated by Saunders Book Company, Kids Can Press and Scholastic Canada, are available to be won at local branches in January to promote this celebration.

g) Statistics

PART B **Monthly Activities (continued)**

4. General Manager's Report

Recommendation

That the General Manager's Report as set out in Part A and Part B be accepted as presented.

PART C **Other Matters Requiring a Motion**

1. Correspondence

None at this time.

2. Donations

- \$50.00 for purchase of children's books from Elizabeth, Mackey, Grand Bend
- \$100 for Wyoming Homework Club from Holy Rosary Catholic Women's League
- \$50 for Wyoming Homework Club from Wyoming United Church Women
- \$2000 for reference material in Sarnia from the estate of Nita Florence Pevec
- \$25 for purchase of adult books from Gladys Ellsmore, Point Edward
- \$50 for adult programming at Inwood Library, in memory of James H.C. Clarke from Ciel Clarke, Inwood

Recommendation

That these donations be gratefully accepted and that thank you letters be sent in accordance with the County's recognition policy.

Additional Items Attached for Information Purposes Only

Adult Programs Calendar January 2005
Children's Programs Calendar January 2005

Page 6
Page 7

PART B **Monthly Activities (continued)**b) 150th Anniversary of the Tripp Brothers

The Oil Museum was filled to overflowing December 18 with oilmen, oil refiners, oil researchers and publishers to mark the 150th anniversary of the world's first petroleum company, registered in 1854 to Charles Tripp. A plaque was unveiled and the event received significant media coverage via two radio interviews including the CBC.

This occasion is the first of a lengthy series of 150th anniversaries which will offer the museum the chance to celebrate special events and thereby increase awareness of our rich oil history. Introduction of the new Petrolia history book was also made the same day.

c) Christmas School Tours

Both museums offered school tours with a curriculum focus on oil and pioneer settlement. Heritage Museum had bookings for the in-school program across the region, and simultaneous on-site museum visits from schools. Weather played havoc with the bookings for several program dates. Immediately following the school tour period, the roof was restructured at the Heritage Museum to accommodate a rooftop air conditioning unit as a 2005 capital project.

d) Statistics

pages 5-6

4. General Manager's ReportRecommendation

That the General Manager's Report as set out in Part A and Part B be accepted as presented.

PART C **Other Matters Requiring a Motion**1. Collections ManagementLambton Heritage Museum**Artifacts Recommended for Acceptance:**

- Pottery jug from Sombra, gloves: Jean Lye, Sudbury
- 1923 2-man chainsaw: Don Jory, Forest
- bagatelle game for Toys on Parade: J McIntosh, Windsor
- 9-patch utility quilt in wool, imperial Oil first aid kit (for Oil Museum): Larry Stroobant, Chatham

PART C Other Matters Requiring a Motion (continued)

- Collection of Hotel de Needham, Camlachie; Sarnia bus tickets: Jeannette Walker, Collingwood
- MJ Roche cigar box from Forest, in trade to Kettle Antiques
- Jos. Senior real photo postcards of 1920's Grand Bend: Paul Miller, Grand Bend
- Rare John Goodison water wagon, 1923, heavy tank needing wheels: Wm. Jackson, Wyoming
- Birdseye maple front Empire dresser; St Clair Tunnel souvenir china; hooded early pine cradle, all local: Ron Van Horne, Forest
- 'The Little Lost Village of Bluewater', by Lorraine Williams

Artifacts Recommended for Deaccessioning:

- 999.16.5 & 999.16.14 broken glass dishes
- Payment was received for a pie safe sold at auction for \$1,125.00, that was duplicate of a better one donated in 2003

Artifacts Recommended for Refusal:

- 1900 novels; 1958 Britannica set: Lilia Vanderheyden, Sarnia
- Pump organ made in Berlin, Ont: Shirley Knoop, Goderich

Cash Donations

- \$250 for artifact acquisition fund: Ron Van Horne, Forest
- \$50 for the use of museum's drink dispenser from Carmichael & Co.

Oil Museum of Canada

Artifacts Recommended for Acceptance:

- Wooden cradle, spindled: Anson Moorehouse
- Petrolia Dairy bottle; kerosene bottle; buggy & auto lamps: Murray Campbell, Petrolia
- Oil Springs United Church Commemorative Plate: Donna McGuire, Oil Springs
- Oil Springs class photos, 1923: Helen Tucker, Sarnia
- Kerosene lamp from Oil Springs: Shirley Cheshire, Weston

Lambton Room Donations

- Two 1923 Alvinston High School Photographs, One Sarnia Normal School Photograph, donated by Nettie Marsh, Mooretown, Ontario
- Canatara Chapter, I.O.D.E. Records including Minutes from Janaury 1978-November 1984, Guest Books, Annual Reports, Budgets etc., Canatara Chapter I.O.D.E., Sarnia, Ontario
- 2005 Forest Telephone Book, donated by Roger Sutherland, Forest, Ontario
- Colinville (Moore Township) Women's Institute Minute Book 1909-1913, donated by Marilyn Shaw, Mooretown, Ontario

PART C **Other Matters Requiring a Motion**

- Alberta's Premiers of the Twentieth Century (includes chapters on Premier Arthur Sifton whose father was an oil refiner in Lambton and Premier John Brownlee who was raised in Lambton), donated by David Elliott, Parkhill, Ontario

Recommendation

That these donations be gratefully accepted and that thank you letters be sent in accordance with the County's recognition policy.

PART B **Monthly Activities (continued)**

ii) Shawn McKnight Energy Exchange, January 15 to February 14, 2005 (Sadie Knowles Gallery). Sarnia artist, Shawn McKnight has won the First Prize in Gallery Lambton's annual juried show and this work was later exhibited at the National gallery of Canada. This is McKnight's first solo show at Gallery Lambton. Shawn McKnight will give a walking tour of his show on Saturday, February 5, 2005 at 3:00pm

c) Exhibitions – Upcoming

i) Susan Gold: Trophy Room, February 26 to April 2, 2005 (Main Gallery). Susan Gold is an instructor of Fine Art at the University of Windsor. This exhibition features Gold's exquisite drawings of animals as they might have been displayed in Victorian display cabinets of curiosities. Susan Gold will give a walking tour of her show at the opening reception on Saturday, February 26, 2005 at 3:00pm.

ii) Selections from the Regional Art Collection: Recent Acquisitions, February 26 to April 2, 2005 (Sadie A. Knowles Gallery). These works from the permanent collection have been acquired in the past two years. They are by such well known artists as Larry Towell (Bothwell), Gerald Pedros (St. Thomas), Ed Zelenak (West Lorne), Patrick Thibert (Mt.Brydges), Leonard Jubenville (Pain Court), and Jean Hay (London). Curator David G. Taylor will give a walking tour of this exhibition on Saturday, March 19, 2005 at 3:00pm.

d) Programs

Children's Art Classes

i) Winter and Spring Art Classes. 4 Creative Wigglers (ages 2 to 5 years) are being offered from January 27 to May 6th. 3 art classes for children (ages 6 to 8 and 9 to 13) are being offered from January to April, and 2 adult art classes from January to April.

ii) Noon Hour Videos on Art

Wednesday Series 1 (for five weeks) will be Sister Wendy Beckett's Story of Painting from the beginnings of Western art through to the 20th century. Tuesday Series 2 (for 5 weeks) will be on Modern Artists:Edouard Manet (1832-1883), Kathe Kollwitz (1867-1945), Marc Chagall (1887-1985), Jackson Pollock (1912-1956), and Louise Nevelson (1899-1988).

PART C **Other Matters Requiring a Motion**

2. Collections Management Report

The following works have been accepted into the permanent collection:

- i) Gerald Pedros, *Landscape of the Home #17a*, 1996/97
 Oil on Board
 48 x 48 inches
 Gift of the Artist
 Note: An application will be made to the Canadian Cultural Property Export Review Board for certification of Cultural Property for income tax purposes.

- ii) The *Say Cheese* Portfolio of Eight Serigraphs (original prints) by the following artists: Eric Atkinson, Hendrikus Bervoets, Michael Bidner, Rudolf Bikkers, Don Bonham, Duncan deKergommeaux, Michael Durham, Benedict Linssen. This was published in a limited edition of 200 and was commissioned by the “Say Cheese” Cheese shop in London, Ontario, 1993.

- iii) David Urban, *Easel Painting Study #2*, 1995
 Mixed media on Canvas
 36 x 30 inches
 Gift of Dr. Molina Negro, Montreal, Quebec
 Note: An application will be made to the Canadian Cultural Property Export Review Board for certification of Cultural Property for income tax purposes.

The following works were not accepted into the permanent collection:

- i) John Thomas Rolph, *Along the Lake*,
 1907 watercolour on paper
 This piece was discussed with Charles Hill, Curator of Canadian Art at the National Gallery of Canada, who suggested that this was not a good example of this artist’s work and recommended that it should not be accepted. The donor has been notified.

- ii) Three paintings by David Urban from Dr. Negro’s collection.
 Due to the large size of these paintings and a lack of adequate storage space, it was decided only to accept one (see above). The donor has been notified.

Recommendation

That the paintings by Gerald Pedros and David Urban, along with the eight serigraphs of the “Say Cheese” portfolio be accepted into the collection of Gallery Lambton and that thank-you letters be sent in accordance with the donation policy.

PART C **Other Matters Requiring a Motion (continued)**

3. Travel allowance for members of the Advisory Committee

For some members of Advisory Committee travel costs are becoming an issue, particularly with members who live outside Sarnia. These are volunteer positions and they do not receive any pay for their services. The Committee normally meets at the Gallery, since the meetings are usually in the evening when few other County facilities are open. Volunteer members of other County Advisory Committees are not paid mileage but often the meetings are moved around the county thus lessening the cost of travel per member on an annual basis. It is difficult to recruit members to advisory committees and in order to attract representation from all parts of the county consideration could be given to paying mileage to and from the meetings as an incentive.

Recommendation

That the County agrees to pay for mileage, at the approved County Rate, to Advisory Committee members who request such payment.

4. Heritage Park Estates Project

In 1996, 94 works of art by nineteen prominent Canadian artists were donated to Gallery Lambton's permanent art collection with the understanding that each of the artists would allow their name to be used as a street name in the new Heritage Park Estate sub-division. This project was undertaken by the developer of Heritage Park and the developer did use many of the artists' names in the project.

In December, the City of Sarnia approved a by-law to change the name of one of the streets in the Heritage Park subdivision that had been named after one of the artists - Paul Sloggett. Although the painting donated by Sloggett is the property of the Gallery and the Gallery has no legal obligation to the artists, the intent of the project was to recognize the artists' donations by having the developer use their professional names for street names in the subdivision. As the beneficiary of this project, the Gallery is concerned about the name change and the impact it may have on future donations.

Recommendation

That a letter be sent to the City of Sarnia requesting they reconsider their decision to allow the name change, based on the arrangement that was previously made with the artists.

COMMUNITY SERVICES DIVISION
GENERAL MANAGER'S REPORT

January 19, 2005

HOUSING SERVICES REPORT

PART A **Follow-up from Previous Month(s)**

1. Appointment to the Lambton Senior Citizens Home Corporation

Motion #15 of the Community Services/Information Technology Committee meeting dated November 17, 2004.

That County Council no longer appoint the Warden, or his designate, to the Board of Directors for the Lambton Senior Citizens Home Corporation and that the Board be so informed of this decision.

Motion #22 of County Council dated November 24, 2004.

That motion #15 of the Community Services/Information Technology Committee minutes dated November 17, 2004, be tabled, to allow staff to prepare a report with additional information regarding the requirements of the constitution of the Homes Corporation, as well as the interaction of staff and volunteers for both the Homes Corporation and the Homes for the Aged.

The Lambton Senior Citizens Home Corporation's By-Law No. 1 and No. 4 designate the Home Corp's membership requirements. By-Law No. 1 indicates that the Chairman of the Committee of Management of the Lambton County Homes for the Aged shall be an ex-officio, non-voting member during his/her term of office (February 1976). In July 2002, By-Law No. 4 amended By-Law No. 1 by deleting the reference to "Chairman of the Committee of Management of the Lambton County Homes for the Aged" and inserting "Warden of Lambton County or the Warden's designate". The procedures for the amendment of the by-laws of the Home Corp are also contained in By-Law No. 1 and indicate that "The by-laws may be repealed or amended by enactment of the Board of Directors and confirmed by the membership of the Corporation." The membership of the Home Corporation's Board of Directors is entirely within their control and should Council no longer appoint the Warden to the Home Corp's Board, they would be able to amend their by-laws accordingly.

There are currently eight volunteers at LMV who live at the Lambtonian Apartments and three members of the North Lambton Ladies Auxiliary who live in Forest. This number varies depending on the current tenants in the apartment complexes and is more dependent on whether tenants have family in the Homes rather than whether the Warden is a member of the Home Corporation.

PART B **Monthly Activities (continued)**2. Revenue and Verification

Revenues received during the months of November & December: \$ 638,438.00

- i) Were any receipts not included in the current year's budget? No
- ii) Were any receipts significantly less than budgeted? No
- iii) Were any receipts significantly more than budgeted? No

3. Items of Committee Interest Pages 5-6a) Statistics – November & December 2004b) 230 Capel Street, Sarnia

On December 25, 2004 a hot water heater line froze and broke in Apt. 902. This resulted in damage to seven units directly below. Total estimated cost of repairs is \$9,328.05. It was deemed necessary to relocate tenants from Apt. 902 and 802 in order to complete the repairs.

4. General Manager's ReportRecommendation

That the General Manager's Report as set out in Part A and Part B be accepted as presented.

PART C **Other Matters Requiring a Motion**1. Correspondence Pages 7-8

- a) 2-18-05 E-News - Electronic Newsletter of the Social Housing Services Corporation dated December 2004 announcing the new service manager representatives to the Social Housing Services Corporation Board. It is noted that neither Carolyn Jamieson nor Lola Dudley were selected to be service manager representatives.

Recommendation

That correspondence 2-18-05 be received and filed.

PART C **Other Matters Requiring a Motion (continued)**2. Policies and Procedures -1.19 – Fluctuating Incomes and RGI Calculations Pages 9-10

This policy outlines procedures to follow when calculating rent-geared-to-income assistance for tenants with fluctuating incomes.

Recommendation

That Policy 1.19 be approved as presented.

3. Capital Projectsa) Project 122 – Playground Upgrades

Capital Project 122 for Playground replacements and upgrades has been delayed due to the amount of frost in the ground. Although this is not an issue with the installation of the equipment, it is with the repairs and installation of the soft surface. The contractor is recommending that this work be postponed until March/April. The contractor has removed all of the unsafe components in order to mitigate our liability.

b) Project 124 – Exterior Lighting

Capital Project 124 is for exterior lighting upgrades at various locations. Based on a consultant's report a request for quotations was made. Total cost, including consultant fee for this project, is \$14,599.76. This amount exceeds the approved capital budget of \$10,000. Work completed prior to December 31, 2004 was in the amount of \$4,052.56.

c) Project 126 – Lift

This project was for consultant services only for a lift at 436 Greenfield Street, Petrolia. Work was issued to BKL Engineering. Initial measurements and investigation have taken place. Final specifications were not completed prior to year end.

d) Project 127 – Elevator Upgrades

Schindler Elevator, the contractor awarded this project, has advised that equipment will not be delivered until late January, 2005 delaying the completion of this project until March, 2005.

e) Project 129 – Entrance Upgrade

At the November 17, 2004 meeting Committee approved an additional \$10,000 for completion of this project based on the Architect's estimate. The architect's specifications have not yet been received in order to issue a Tender call.

PART C **Other Matters Requiring a Motion (continued)**

Recommendation

That the 2004 funds allocated to complete the above projects (approx \$142,000) be placed in a Reserve in order that the projects can be completed in 2005.

PART B **Monthly Activities (continued)**

Information currently posted on the Ministry's web site indicates that there has been a change made to the boundaries of the Erie St Clair LHIN. Attached are two maps showing the original boundaries and the new revised boundaries. The new boundaries conform to municipal boundaries but still leave the County split between the Erie St Clair LHIN and the South West LHIN. Attempts continue to arrange another meeting with the area MPP's and Ministry officials regarding a response to the questions asked at the November meeting.

4. General Manager's Report

Recommendation

That the General Manager's Report as set out in Part A and Part B be accepted as presented.

PART C **Other Matters Requiring a Motion**

1. Correspondence

Pages 13-30

- a) 2-16-05 Letter dated November 22, 2004 from the Royal Canadian Legion Ontario Provincial Command Branches and Ladies' Auxilliary Charitable Foundation confirming a donation of \$7,617.00 to Lambton Meadowview Villa to purchase a Carendo Hygiene System.
- b) 2-17-05 Letter dated November 22, 2004 from the Royal Canadian Legion Ontario Provincial Command Branches and Ladies' Auxilliary Charitable Foundation confirming a donation of \$8,000.00 to North Lambton Rest Home to purchase an Arjo Opera Combi Lift with sling.

Recommendation

That these donations be gratefully accepted and that thank you letters be sent in accordance with the County's recognition policy.

- c) 2-31-05 Letter dated December 22, 2004 from the Ministry of Health and Long-Term Care regarding lift funding in the amount of \$45,000.00 for North Lambton Rest Home.

PART C Other Matters Requiring a Motion (continued)

- d) 2-32-05 Letter dated December 22, 2004 from the Ministry of Health and Long-Term Care regarding lift funding in the amount of \$65,000.00 for Marshall Gowland Manor.
- e) 2-33-05 Letter dated December 22, 2004 from the Ministry of Health and Long-Term Care regarding lift funding in the amount of \$65,000.00 for Lambton Meadowview Villa.

Additional details regarding this funding are to be received shortly but the intent is that facilities will be able to receive and install patient lifts in the current fiscal year. The funding is based on a cost estimate of \$5,000 per lift, indicating North Lambton would qualify for 9 new lifts and MGM and LMV 13 each. Further information will be provided to Committee when the additional details are received.

Recommendation

That correspondence items 2-31-05, 2-32-05 and 2-33-05 be received and filed and that details of the lift purchases be brought back to Committee at a later date.

- f) 2-34-05 Memorandum dated December 17, 2004 from the Ministry of Health and Long-Term Care regarding the 2004 Levels of Care Classification Results.

The 2004 classification process has resulted in a decrease in the CMI's at North Lambton and LMV and an increase at MGM as follows:

	<u>2004</u>	<u>2005</u>
LMV	97.74	96.45
MGM	102.13	103.41
NLRH	90.06	86.72

The CMI is a measurement of a Home's Nursing and Personal Care funding needs based on the level of care requirements of its residents in relation to all other Long-Term Care Facilities. Residents are classified into categories based on their care needs. The results of this classification for each facility are consolidated into a Case Mix Measure (CMM). The CMM for an individual Home divided by the provincial average CMM results in the Home's CMI.

The CMI impacts the amount of Nursing and Personal Care funding received from the MOHLTC. Homes with a CMI of 100 receive the base

PART C **Other Matters Requiring a Motion (continued)**

level of Nursing and Personal Care funding. Those with a CMI above or below 100 receive more or less than the base level. Thus the higher the CMI, the greater the revenue received from the MOHLTC.

The classification review is completed in the fall, with the new CMI numbers used to calculate funding as of April 1 the next year. The CMI is not therefore a true match to the residents' care needs since the funding is adjusted six months after the classification review.

The changes in the CMI will result in an estimated \$50,000 loss of revenue at NLRH while the changes in LMV and MGM will balance each other out.

Recommendation

That correspondence #2-34-05 be received and filed.

- g) 2-38-05 Letter dated December 6, 2004 from Carewatch Lambton outlining their concerns regarding the rebuilds of the County's Long-Term Care Homes and the response from the Warden addressing these concerns.

Recommendation

That correspondence item 2-38-05 and the Warden's response be received and filed.

2. Senior Services Review Pages 31-35

In mid 2004, the Senior Services Department contracted with the Ontario Association of Non-Profit Homes and Services for Seniors (OANHSS) to undertake a review of the operations of the three County of Lambton Long-Term Care Homes. The attached staff report highlights the results of this review and makes recommendations to improve the operating efficiencies of the Homes.

Recommendation

That a long-term staffing plan that examines the differences in the quality of care and reviews the staffing allocations among the three Homes, be prepared. The plan should consider the possibility of reallocating staff in order to ensure equitable staffing levels and workloads in the three Homes, without compromising resident care or safety;

That staff investigate the practice of other municipal homes in charging service fees and that the County's practice then be reviewed based on this information;

PART C Other Matters Requiring a Motion (continued)

That an analysis of the actual costs for the provision of the Meals on Wheels Service be completed, in order to ensure that the cost of any non-resident meals is fully recovered (see item #4 below);

That the feasibility of an integrated system that could provide menu development, recipes, production sheets and nutritional analysis and costing, be investigated as an alternative to the current system; and further

That staff review all of the options regarding laundry services, including bringing the process in-house, retendering the contract based on the current level of service, and/or doing a portion of the laundry in-house using current excess capacity.

3. Donations

The following memorial donations have been received:

Marshall Gowland Manor Outreach	\$ 50.00
Lambton Meadowview Villa	\$ 2305.00
Alzheimer Adult Enrichment Centre	\$ 95.00
North Lambton Rest Home	\$ 100.00

Recommendation

That these donations be gratefully accepted and that a thank you letter be sent in accordance with the County’s recognition policy.

4. Meals on Wheels

Pages 36-39

In response to the OANHSS review and staff’s own concerns regarding the cost of preparing the meals for the Meals on Wheels program versus the revenue generated, as well as the costs recovered for other non-resident meals, staff have prepared the attached report.

Recommendation

That consistent pricing be implemented in all Homes’ meal programs (hot and frozen) as well as visitors’ and apartment meals, and that the following price increases take effect April 1, 2005:

- The price of an entrée increase to \$5.00.
- The price of soup increase to \$1.00.
- The price of a dessert increase to \$1.00.
- That the price of an “All Inclusive Meal” increase to \$6.75;and further

PART C **Other Matters Requiring a Motion (continued)**

That production costs be reviewed annually by the dietary supervisors in order to ensure that the selling price covers the costs of producing the meals.

5. Adult Day Programs Advisory Committee

The Chairperson for the Advisory Committee is appointed by the Community Services Committee on an annual basis.

Recommendation

That a Chairperson for the Adult Day Programs Advisory Committee be appointed.

PART B **Monthly Activities (continued)**

Recommendation

That the General Manager's Report as set out in Part A and Part B be accepted as presented.

PART C **Other Matters Requiring a Motion**

1. Correspondence Pages 3-5

- a) 2-27-05 Letter dated November 18, 2004 from the Ministry of Health and Long-Term Care re: Response Time Funding Grant. The letter states that Lambton EMS will receive \$490,392 in 2004/05 under the Ministry's response time funding initiative. In anticipation of receiving this funding, the amount was included in our 2004 budget number. This is not, therefore, new or additional Ministry funding.

Recommendation

That correspondence 2-27-05 be received and filed.

2. a) 2-28-05 Letter dated December 29, 2004 from Ministry of Health and Long Term Care indicating additional funds will be made available for medical equipment in 2005. The letter indicates that vehicles or equipment that have been or will be replaced within the current provincial fiscal year may be eligible for funding.

Recommendation

That the forms be completed and submitted to the Ministry of Health and Long-Term Care for evaluation and possible reimbursement for the purchase of ambulances or equipment either already purchased since April 2004 or scheduled for replacement in 2005.

PART B **Monthly Activities (continued)**b) Paperless Council Meeting

The electronic agenda project (eGenda) is well under way. During December the majority of County staff who will be using the software to create agendas, minutes, etc. received training on the new application. Also during that time the vendor (Clearframe) and Information Technology successfully installed and configured the new eGenda server and software. While some work remains on the software setup side the project is proceeding well; however, it was identified by senior County Staff during training that additional training would be necessary to ensure a smooth transition from the current paper process to the new electronic one. A revised timeline is described as follows:

January 13 – The majority of County Council will be trained on the software in Wyoming in the Council Chambers. For those Councillors not able to attend that training, individual training has been scheduled or is in the process of being scheduled.

January 19 – Committee meetings to be run via the paper system. Following that meeting, staff will create the January Committee agendas and minutes after the fact as a training exercise. Council will be notified by the system when these documents are available so that they can practice accessing the agendas and minutes. Additional configuration and training may be identified at that time which may continue throughout January and February.

February – The February Committee meetings will be focused on the 2005 budget and will therefore be done with paper agendas and reports. Agendas and Minutes will be done after the fact as additional training for staff and will be available to via the system Council later in the month.

March – County staff will create the agendas for both the Infrastructure and Development/Social and Health Services Committee and the Community Services/Information Technology committee utilizing the software. Council will be automatically notified by email when the agendas are available and can then proceed to retrieve them via the eGenda software for review at their leisure.

PART B **Monthly Activities (continued)**

March 16 – Committee members and staff are asked to bring their laptops to their respective committee meetings to utilize the electronic agendas and for additional training on the utilization of the electronic agendas during the committee meeting. Paper copies will also be available; however, it is recommended that Committee members and staff utilize their laptops and the eGenda system. Information Technology staff will be at the meeting to ensure that any issues that may arise are dealt with immediately.

It is recommended that the electronic agenda system will be utilized in the committee meetings for several months until Council and staff feel comfortable with the system, all of the process changes have been worked out, and everyone is assured that it is working properly. After that, moving to electronic agendas at the Council meetings should go smoothly.

c) County Participation in the County Farmer Days

On November 9th and 10th, the County participated in John Deere Days at Podolinsky Equipment showcasing the County's GIS system, in particular, the Nutrient Management application. Quintin Lang spoke to approximately 75 Lambton farmers about the County's GIS efforts. Five or six farmers mentioned that they appreciated the County's support of farmers.

Roughly 25 farmers were aware of the site and had used it to measure fields, to locate tile beds or to check setbacks. Because the photography was taken in the spring, underground tiles are visible since areas above the tiles dried out more quickly. Several farm service organizations (cooperatives and consultants) have used the nutrient management application to support the preparation of nutrient management plans on behalf of their clients or customers. Finally, two businesses that install drainage tile have used the site to locate tiles during the repair or replacement of tile.

4. Corporate Manager's Report

Recommendation

That the Corporate Manager's Report as set out in Part A and Part B be accepted as presented.

PART C **Other Matters Requiring a Motion**

None.